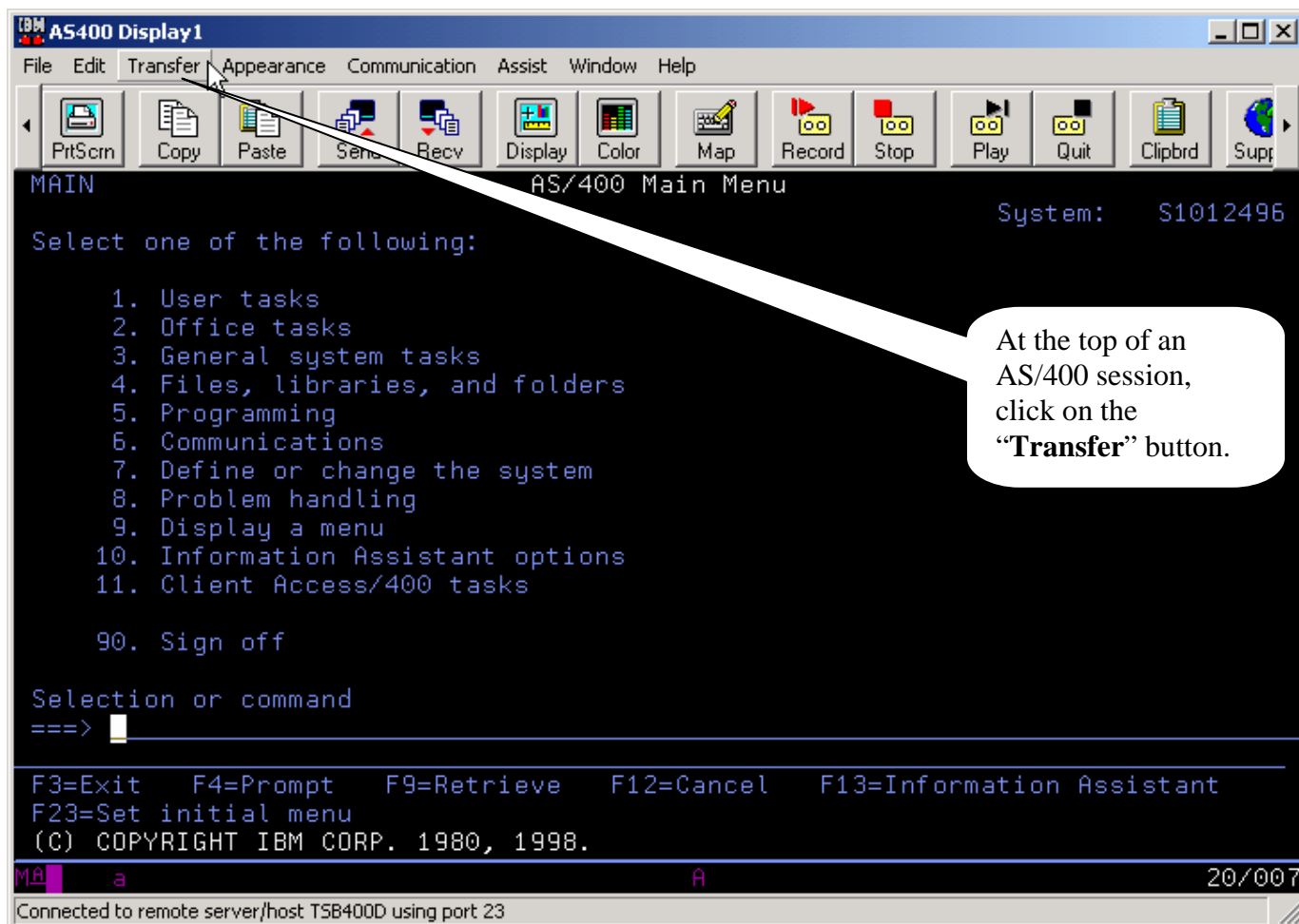# UTILITY REPORT DOWNLOAD
(TXB030)

AFTER running **TXB030 (Step 24 on the Tax Drive Checklist – CL1):**

If you are using the Client Access workstation function, then this will be relevant. Otherwise, if you are using some other terminal emulation and file transfer function contact your IS support staff or the Technical Support Bureau for the specific requirements to affect a download.

There is one file that you will need to transfer from the AS/400 to your personal computer (PC). The name of the file is: UATTX030. This file is in the AS/400 Library called "UADFILE". Once you have downloaded this file to your PC, you then will be able to either copy it to a diskette for mailing to the State Tax Commission or attaching it to an outgoing E-Mail to Rene Holtslander (at the State Tax Commission).
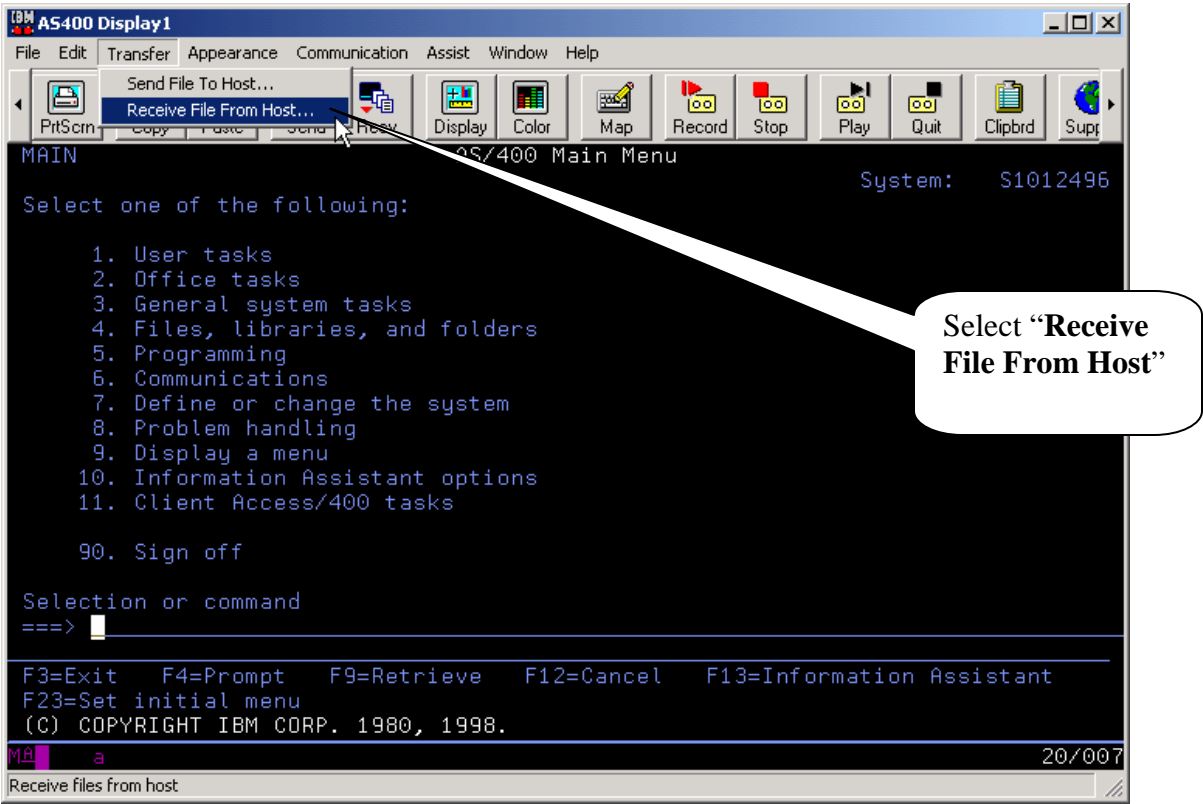
Before beginning this process, we recommend that you create a folder (if one is not already created) on your PC or somewhere on your Network that will hold files like this one to be downloaded. If you are not sure how to create a PC folder, contact your IS support staff or the Technical Support Bureau at the State Tax Commission.

STEP #1

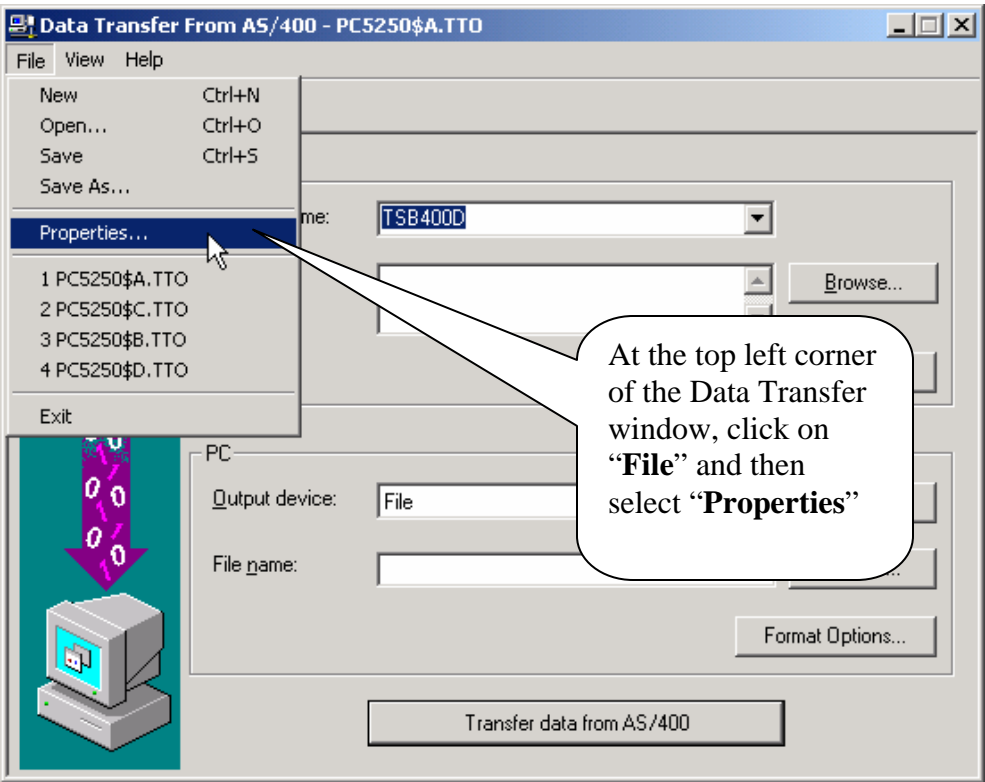At the top of an AS/400 session, click on the "**Transfer**" button.

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(TXB030)

STEP #2

Select "**Receive File From Host**"

STEP #3

At the top left corner of the Data Transfer window, click on "**File**" and then select "**Properties**"

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(TXB030)

STEP #4

On the Conversions tab, select "**Convert CCSID 65535**"

And then click "**OK**"

STEP #5

In the area of File Name, type the following:

UADFILE/UATTX030

Click on the "**Details**" button.

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(TXB030)

STEP #6

Make sure the button "**Overwrite existing file**" is clicked.

Click on the "**Save transfer description**" box to UNSELECT it (<u>remove</u> the check mark).

Then click "**OK**"

STEP #7

Key in the "PC path" where you want the file to be stored.

Example: D:\xxxxxxxxxxUTIL.txt

Replace "xxxxxxxxxx" with your county name.

Or you can click on the "**Browse**" button, to help you. We recommend using the browse button, because it's much easier.
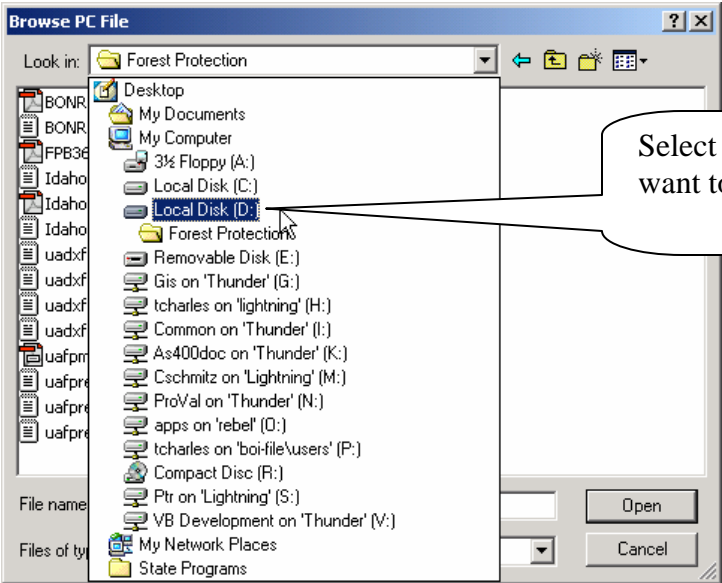
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(TXB030)

STEP #8

If you clicked the "Browse" button, you will get this window. If the browse window is "looking in" the correct location/folder, then skip to STEP #11. If the browse window does not default to where you want to store the file, you will need to do the following:
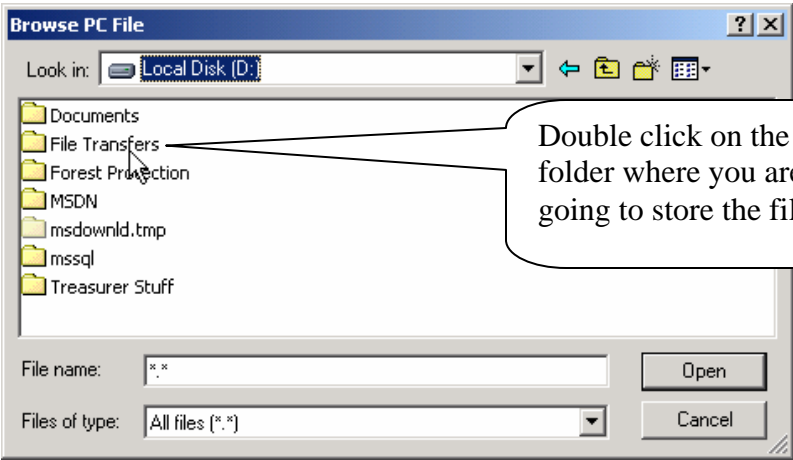
Click on the little arrow that is pointing down.

STEP #9

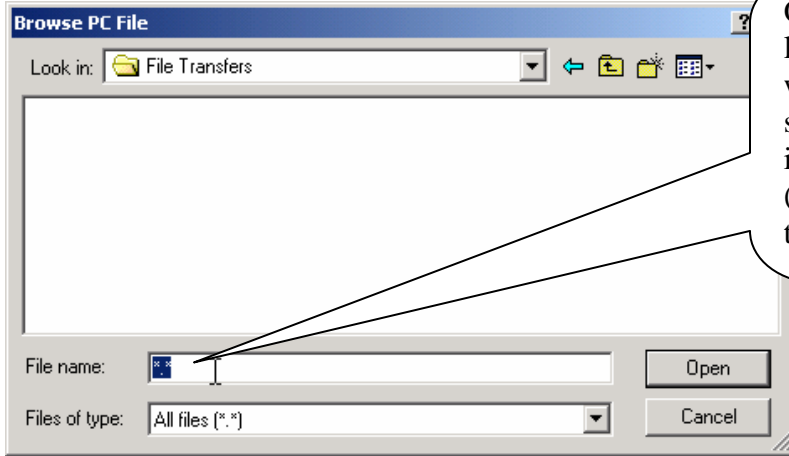Select the PC Drive where you want to store the file.

STEP #10

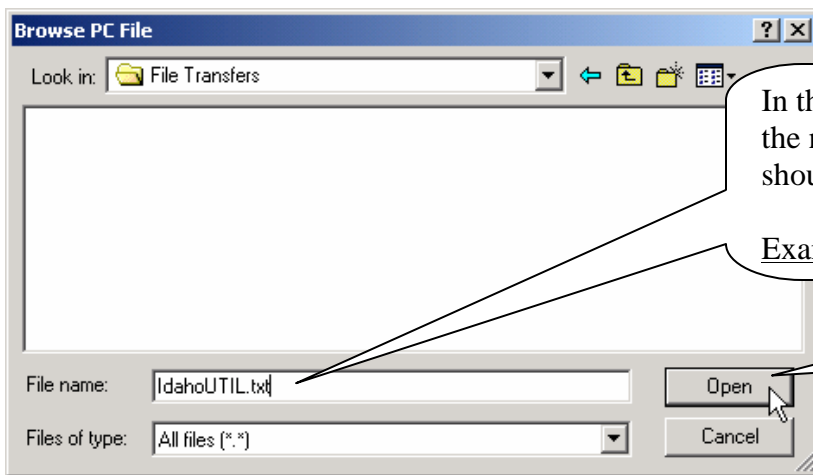Double click on the folder where you are going to store the file.

UTILITY REPORT DOWNLOAD
(TXB030)

STEP #11

Once you get to the location on your PC where you're going to store the file, double click in the "File Name" area. (This will cause the "*.*" to be highlighted)

STEP #12

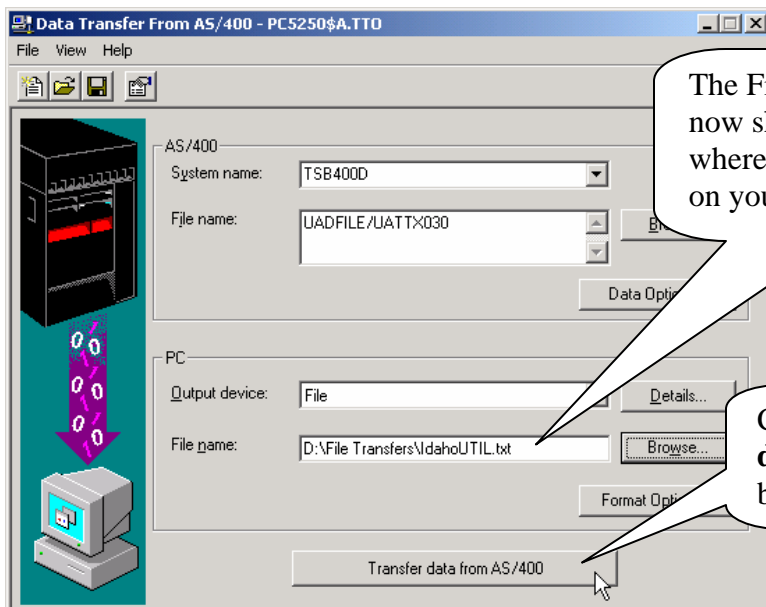In the File Name area, type the name of your file. It should be *County*UTIL.txt

Example: IdahoUTIL.TXT

Then click the "**Open**" button.

STEP #13

The File Name area will now show the location/path where the file will be stored on your PC.

Click the "**Transfer data from AS/400**" button.

UTILITY REPORT DOWNLOAD
(TXB030)

STEP #14

When the transfer is complete, you will get this window. It will show you how many rows (or records) were transferred.

Click "**OK**".

STEP #15

Click the "**X**" in the upper right hand corner to close the window.

STEP #16
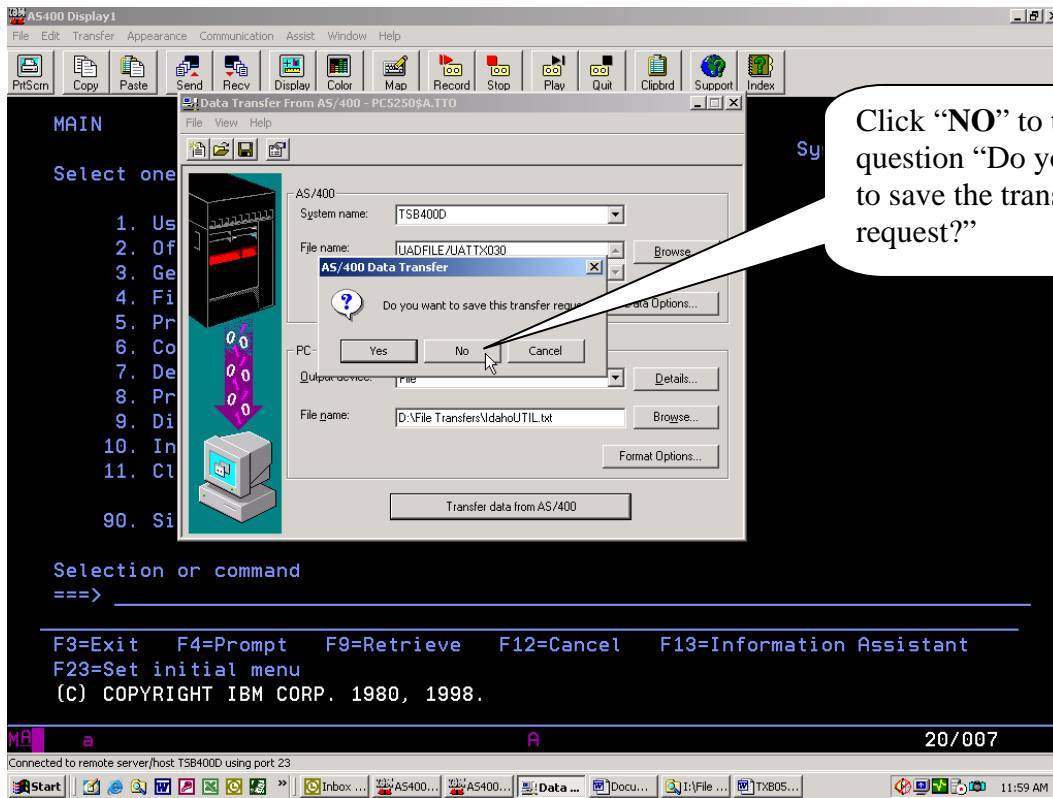
After you have used this procedure to download the file to your PC, you will now be ready to send the file to Rene Holtslander at the State Tax Commission. You can do that one of two ways: 1) Attach the file to an outgoing E-Mail **OR** 2) Copy the text file onto a diskette and mail it the old fashion way. We recommend that you e-mail the file (provided you have e-mail capability). The E-Mail address that you need to send the file to is: rholtslander@tax.idaho.gov **Be sure to attach the saved txt file**.